Income Maintenance Advisory Committee
Committee Charter
Workload and Financing Subcommittee

Purpose/Scope:

Created as an ad-hoc committee in 2001 by agreement of the DWD and DHFS administrators and the WCHSA IM Technical Advisory Committee to assess all options to relieve workload at the local level, including the possibility of increased administrative funding. In recognition of the ongoing nature of the work associated with balancing funding and workload, the committee will become a formal subcommittee of the IMAC effective January 2003

The priorities for this committee are:

1. The adequacy of funding for IM functions

2. Methodology for distribution of IM funds and for costing out potential program changes (up & down)

3. Cost allocation, including impact of the Random Moment Time Study on local administrative funding

4. Program coordination including with DWD-run programs, including formal liaison with the C&I subcommittee of the W-2 advisory committee

5. IM contract language

6. Opportunities to modify work processes to relieve workload

The goals for these activities are to:

- Improve customer service;

- Improve efficiency and effectiveness in the Income Maintenance programs; and.

- Ease workload for local agency workers

The sub-committee will make recommendations for project options and priorities to both DHFS and to WCHSA.

Membership and staffing responsibilities:

WCHSA names local agency representatives. The Division of Health Care Financing names state agency representatives.

Members:

- Ed Kamin, Kenosha County, Co-chair
- John Rathman, Outagamie County
- Lynn Brenner, Calumet County
- Bob Macaux, Florence County
- Liz Green, Dane County

- Cori McFarlane, Office of Strategic Finance, DHFS
- TBD, Milwaukee County
- Susan Wood, DHCF, Co-chair
- Joanne Simpson, Program Management Section Chief, DHCF
- Bernadette Connolly, Contract Specialist, DHCF
- Jodi Ross, Accountant, DHCF
- John Haine, Performance Evaluation Section Chief, DHCF

Staff support will be arranged and managed by Susan Wood.

Meeting Schedule:

Business will be conducted in meetings, conference calls and using e-mail. The co-chairs will develop the schedule. The meetings are usually the second Thursday of the month, from 8:30 to 10 A.M.

Assignments, products and milestones:

1. The formula for distribution of IM funds.

   This was updated in mid-2001 and used for the first time with the 2002 calendar year contracts. The committee will address:

   - recommendations for annual adjustments based on caseload changes;

   - impact of the conversion to Random Moment Time Study;

   - evaluation of distribution options if the overall allocation is increased; and

   - recommendations for reobligating unspent contract funds

2. IM contract language for both 2002 and 2003 has been reviewed and approved by this committee. The committee will now focus on 2004 IM contract issues, including how best to incorporate performance standards into the IM contract using the recommendations from the QA subcommittee of the IMAC.

3. Justification for a funding increases, including research and data analysis to build a "full-funding" model.

This information is being prepared as part of a package that the local agencies will use to support the WCHSA legislative strategy to pursue additional funding for IM administration. The WCHSA Executive Committee has approved the proposal prepared by this subcommittee.

1. Administrative changes to streamline/relieve workload at the local level.

WCHSA sponsored a symposium for all IM agencies in February 2002 that identified many recommendations to the state. Many of these are now being worked on including by other IMAC subcommittees. A status report to all agencies will be prepared.

In addition, this group is examining other opportunities to reengineer IM business that have the potential to reduce costs and improve customer service. The committee will have further discussion about these and other ideas, and then prioritize the list & do a cost/benefit analysis for the ideas with the most potential.

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Prepared by: Susan Wood

IMAC workload committee charter.doc